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THE DIRECTOR OF  
CENTRAL INTELLIGENCE

National Intelligence Council

File

Charlie Allen:

This is a good approach on timing of Bi-Weekly. I'm still counting on you to assure that items are not merely duplications of current intell, are accurate, and reflect fully the differences that exist

Frit,

7 Sept. 88

| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date   |
|---|----------|--------|
| 1. VC / N/C   | 06.      | 9/8/88 |
| 2. C / N/C  |          |        |
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|--------------|----------------------|------------------|
| Action       | File                 | Note and Return  |
| Approval     | For Clearance        | Per Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

REMARKS

1 to 2: Her right  
on timing.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

N-10/W

STAT

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OPTIONAL FORM 41 (Rev. 7-76)

7 September 1988

MEMORANDUM FOR: Chairman, National Intelligence Council  
Vice Chairman, National Intelligence Council

FROM: Charles E. Allen  
National Intelligence Officer for Warning

SUBJECT: Bi-Weekly Warning Support to the DCI

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1. Comments by the DCI, as well as a review of routing slips attached to our recent reports, indicate that he has become a regular reader of our Bi-Weekly Warning Report. We want to maintain the DCI's level of interest by ensuring that we provide him relevant, timely reports. He clearly likes our format which he finds easy to read. I am concerned, however, because of the time it currently takes to process this report. To remedy the situation, I propose we establish and adhere to a publication schedule for our Bi-Weekly Warning Report so that its value is not diminished by late delivery to the DCI.

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2. Preparing the Bi-Weekly is a two-week process. We begin with a staff meeting every other Friday to discuss a "menu" of potential topics and select items for inclusion in the next edition. The following week is devoted to research and writing, and on the second Friday there is a complete review of drafts by my entire staff. The following Monday the drafts go out for coordination among regional and functional NIOs. Unfortunately, at this stage, the pace all too often falters, and there is slippage in the schedule. NIOs sometimes are late in coordinating items, our processing the report into final format takes time, and your review sometimes can last a couple of days. The result is that the DCI may not receive the Bi-Weekly until almost three weeks after the selection of warning issues.

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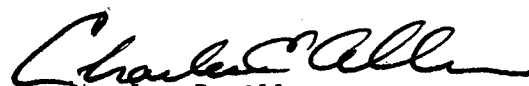
3. To ensure regular delivery to the DCI in time for his weekend reading, I recommend that we implement the following schedule:

|                |  |
|----------------|--|
| Friday         | - O/NIO/W review of drafts   |
| Monday noon    | - Distribute drafts to other NIOs  |
| Tuesday COB    | - Input or comments due from NIOs  |
| Wednesday COB  | - Final editing and preparation of typescript  |
| Thursday COB   | - Review by Vice Chairman and Chairman, NIC  |
| Friday morning | - Final changes  |
| Friday noon    | - Copies forwarded for DDCI and DCI <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> |

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4. I must have the cooperation of the other NIOs if we are to adhere to this schedule. I would be pleased to talk further with you on this subject.

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Charles E. Allen

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